

ACTION PLAN

Event/Project Title: Field Day Support

Event/Project Deadline: May/June

Chairperson(s): _____

General Task/ Desc. of Activity	Location	Steps to Completion	Others Responsible	School Contacts	Materials, with Cost	Done? Y/N	Notes (ex, modification ideas
Solicit volunteers for annual field day Help coordinate volunteers, working closely with faculty members in charge	MMS back field and classrooms	<ul style="list-style-type: none">• Contact teacher in charge to determine volunteer needs• Create Q-Notify message to send to all parents of MMS students. Check message with MMSA officer before distribution• Send message to principal for inclusion on Q-Notify• Coordinate lists of volunteers and share with field day committee• Support committee members in organization of assignments.	Faculty members	Principal	none		